



BLOOMINGTON FIRE DEPARTMENT

Dear Applicant,

Thank you for your interest in the City of Bloomington Fire Department. This is the first of many steps you will take in your efforts to become part of a rapidly changing and exciting public service fire department. The Bloomington Fire Department has a long tradition of outstanding fire protection in the community and we are looking for men and women who are willing to work hard and maintain this tradition.

As a firefighter with our department you can anticipate serving the community in ways you never imagined. You will be asked to fight fires, respond to hazardous materials releases, and perform specialty rescue services such as auto extrication and confined space rescue. There will be large amounts of training covering a number of topics both in the classroom and individually in the station. You will also be called upon for emergency medical response to help our citizens and visitors with life threatening medical emergencies. It is the policy of our department to require all new firefighters to become Indiana certified as Emergency Medical Technicians. We conduct tours of our facilities and we go into the community to teach fire safety, fire prevention, emergency preparedness education, and at times you may be involved with fire investigation and fire inspections.

If all this sounds like a lot to do, it is! We need can-do attitudes that actively look for ways to make each day better for someone other than themselves. This is not an easy occupation and if you want something easy, stop right here. Make no mistake, you will be asked to serve the entire Bloomington community. If you are ready to serve along side us, I wish you well in this application process. You will find relevant dates regarding the process outlined below. Good luck in your pursuit of becoming a member of our proud organization, the Bloomington Fire Department.

Good luck,

Roger Kerr
Fire Chief

Application period:	February 9, 2014- February 28, 2014
Written Test:	April 12, 2014, 9:00am EST, Bloomington High School South, 1965 S Walnut Street, Bloomington, IN 47401

****Please be sure all information provided on your application is accurate, including your phone number and email address.**

STANDARDS FOR APPOINTMENT **TO THE DEPARTMENT**

For appointment as a Firefighter with the City of Bloomington, Indiana, the applicant must meet the following requirements:

- * In order to comply with Public Employee Retirement Fund requirements, the applicant must be at least twenty-one (21) years of age and not have reached age thirty-six (36) before appointment to the department.
- * The applicant must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of the State authorized to accredit high schools or have certification of an equivalent education. A college degree is preferred.
- * The applicant must reside in Monroe County or a county adjacent to Monroe County and maintain residential telephone service at the time of appointment to the department.
- * The applicant shall possess a valid driver's license from the State of Indiana at the time of appointment.
- * The applicant must submit to oral interviews before the Fire Personnel Screening Committee and the Board of Public Safety for the purpose of the applicant's ability to communicate, experience and background.
- * The applicant must be of acceptable character as determined through the application process and by a thorough background investigation.
- * Applicants must successfully pass a written firefighter selection examination and obtain CPAT (Candidate Physical Ability Test) certification.
- * After a job offer is made, the applicant must pass a psychological screening and physical examination performed by a licensed physician or surgeon, chosen by the Fire Pension Board, and be accepted into the Public Employees' Retirement Fund.

Helpful Hints For the Bloomington, IN Written Entry Exam

The **Bloomington Fire Department** is committed to hiring only those individuals who show a true desire, dedication and determination in becoming a career firefighter with the city. Each applicant is considered equal, regardless of experience or training. It is for this reason that the application process is a multi-step procedure.

One of the first steps you will encounter during the application process will be the *Firefighter Entry Exam*. This test is designed for candidates aspiring to become career firefighters. However, do not let the name of the test discourage you. Although this is a firefighter entry-level test, **remember**, at this point all applicants are considered equal regardless of their existing knowledge.

The *Firefighter Entry Exam* is a **reading comprehension test**. The exam gauges your ability to read, retain, recall and disseminate important information that is found in the *Test Preparation Manual*. The test is made of specific questions directly from your preparation manual and **ONLY** from the manual. Past experiences, training or certificates that you may have are irrelevant. **Do not rely on your existing knowledge of the fire service to answer any of the questions found on the test. It is imperative that you use only the information given in the manual, even if you know the answer to a question to be incorrect.** You **MUST** read the manual to successfully pass this portion of the application process. Again, this is a **READING COMPREHENSION EXAM** and not a test of your knowledge of the fire service!!

Hiring Process Notification

- By returning the “Initial Application Form” no later than the February 28th deadline, you are automatically guaranteed a seat to take the written exam, therefore, you should report to Bloomington High School South cafeteria, 1965 S Walnut St, Bloomington, IN, on Saturday, April 12th before 9 a.m.
- Please bring a photo ID to the written exam.
- You will not receive any other correspondence prior to the April 12th test date.
- Most communication during the hiring process will be sent via email. Please ensure a current email address is provided on your initial application. If you do not provide an email address then correspondence will be through traditional mail.

HOW TO STUDY

- **You can order the 10th edition Candidate Test Preparation Manual by visiting http://www.fpsi.com/applicant_resources.html**
- Make use of the practice test.
- Use your ambition to be a career firefighter as your motivational drive to study for the entry exam.
- Read the entire test preparation manual several times.
- Focus on one chapter a day, while briefly reviewing the other chapters you have read.
- Go to the local library to study. The local library has the proper environment to learn, without distractions.
- Focus on problem areas such as list of names, numbers, dates and times, and then review them daily.
- Utilize a calendar to set goals of your study progress.
- Do not rely solely on the vocabulary and sample questions.
- Do not try to cram for the exam; there is entirely too much information in the manual to absorb in a short period of time. Develop a study routine and try to be prepared at least two weeks prior to the test date. You might find that it takes you up to 40 hours of study to be fully prepared for the exam!

GOOD LUCK



BLOOMINGTON FIRE DEPARTMENT

INITIAL APPLICATION FORM

Please type or print neatly in ink.

Name: _____
Last First Middle

Contact information – this information will be used by the City of Bloomington during the hiring process to contact you for scheduling or process notifications.

Present Address: _____
Street Number Street Apt. #

City State Zip Code

County Telephone number

E-mail address (if any) Additional telephone number (optional)

The written test will be based on material in the test preparation manual. Manuals may be purchased on the following website: http://www.fpsi.com/applicant_resources.html. Sample tests are also available for purchase from the testing vendor.

APPLICANTS ARE SOLELY RESPONSIBLE FOR ORDERING AND PAYMENT FOR THIS MATERIAL

- ☐ I have reviewed the *Standards for Appointment to the Department*.
- ☐ I understand a more detailed application complete with employment history, educational background; criminal history and background check will be required of me later in the hiring process.
- ☐ The written test will start promptly at 9:00am EST at Bloomington High School South, 1965 S Walnut St, Bloomington, IN in the cafeteria on Saturday, April 12, 2014. Be sure to arrive prior to 9:00 a.m. as no late arrivals will be allowed to take the test. Doors will open at 8:30 am.
- ☐ Reasonable accommodations for people with disabilities available upon request to Human Resources. Requests for reasonable accommodations for an applicant with a disability must be made at least (5) five days before the accommodation is needed. If the reason for the request is not obvious, the request for an accommodation must be accompanied by medical certification confirming that the applicant has a disability and needs an accommodation because of the disability. If you have questions about the accommodation process, please contact Human Resources at 812-349-3404.

Applicant signature: _____ Date: _____

To reserve a seat for the written test, you **must return this form** to Human Resources by one of the following methods:
Drop-off or Mail: City Hall, Human Resources Dept., 401 N. Morton Street Suite 230, Bloomington, IN 47402

Email: hmail@bloomington.in.gov

Fax: 812-349-3446

Deadline for seat reservation for the written test is **Friday, February 28, 2014**.